

City of Chicago
Department of Family and Support Services
Legal Advertisement Request Form

DESCRIPTION: DEPARTMENT OF FAMILY AND SUPPORT SERVICES (DFSS)
HEAD START BUS EVACUATION DRILL SERVICES
RFP

The City of Chicago Department of Family and Support (DFSS) manages Chicago Early Learning (CEL) programs throughout the city of Chicago in partnership with a network of delegate agencies in community-based settings. CEL is composed of federally funded Head Start and Early Head Start programs and state-funded Pre-School for All (PFA) and Prevention Initiative (PI) programs. Head Start provides services to approximately 1,489 children ranging from 3-5 years old. Children are served in a variety of settings in approximately 62 sites. Included in CEL programs are provisions to provide learning extensions for children and families by way of pedestrian safety training and bus evacuations.

Chicago Early Learning programs are provided to some of Chicago's most vulnerable children and families, with most living at or below the federal income guidelines. These services enhance the knowledge and skills needed for safe passage through communities and safety when traveling on buses.

DFSS is currently seeking a transportation provider to ensure completion of three required, on-site bus evacuation drills per site, per program year to enrolled children, staff, and volunteers. These services will be provided to the CELS sites listed on attachment A. DFSS understands that agencies may, with their own contracted funding, request transportation services with the awarded provider for additional services. These services could include planned, site funded field trips and special events. **Any transportation services outside of bus evacuation drills will be paid for by the CELS agency, not by DFSS.**

The term of contract(s) executed under this RFP will be from April 1, 2022 – November 30, 2023.

For more information, please refer to the application posted on the City of Chicago's eProcurement page:

https://eprocurement.cityofchicago.org/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_PAGE&PON_NEGOTIATION_STATUS=ACTIVE

A NOTE ABOUT THE CITY'S EPROCUREMENT SYSTEM:

For those who have not done business with the City of Chicago before, registration in iSupplier is the first step to ensuring your agency's ability to conduct business with the City of Chicago and DFSS. ***Please allow five to seven days for your registration to be processed.***

Current contractors need only to start an application via their existing iSupplier/eProcurement account.

All vendors must have a Federal Employer Identification Number (FEIN) and an IRS W9 for registration and confirmation of vendor business information.

RFP DUE DATE/SUBMISSION LOCATION:

March 25, 2022
12:00, NOON CST

**Proposals must be submitted via on-line application.
E-mailed or faxed proposals will not be accepted.**

PRE-PROPOSAL WEBINAR

A Pre-Proposal Webinar will be held on **February 17, 2022, 1:00 p.m. – 3:00 p.m.** Attendance is not mandatory but is advised.

Please register prior to the webinar's start using this link:
<https://attendee.gotowebinar.com/register/1064937905331751182>

A link to the completed Webinar will be available on-line at the DFSS website after the time and date listed above for those who cannot attend at the live scheduled time. Please register prior to the Webinar's start. The purpose of this pre-submittal event is to clarify the RFP process and the scope of the required services. Attendance is not mandatory, but it is strongly suggested that interested applicants attend.



Brandie V. Knazze
Commissioner
Department of Family and Support Services

Lori E. Lightfoot
Mayor
City of Chicago